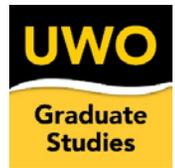


# Graduate Assistant Recruiting Job Aid



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# Graduate Assistant Recruiting Job Aid

## Introduction

This document describes how to use PageUp to review Graduate Assistant (GA) applicants and initiate contracts.

This process, implemented in April 2020, replaces the following portions of the old process: the applicant list previously in Google Docs; Appointment Forms; and Waiver Request forms.

If you need a Personnel Transfer Form submitted after you hire a GA, please email [GSO@uwosh.edu](mailto:GSO@uwosh.edu). The Office of Graduate Studies will create the PTF for your signature, and we will update PageUp so we have an accurate record of GA activity and an updated candidate pool.

The [Graduate Assistant Handbook](#) describes the complete GA process.

We are using PageUp in a unique way because we have two ongoing applicant pools, and we create contracts for varying periods of time. Some of the PageUp functionality is not available with this structure, so please use these instructions to accomplish your tasks.

Contact [GSO@uwosh.edu](mailto:GSO@uwosh.edu) for questions.

## Process Overview

- 1) Chair confirms how many FTEs were allocated to your department, and how many FTEs remain to be hired
- 2) Chair reviews applicants assigned to you (**[View Your Applicant List](#)**)
  - a) Look at the application, resume (**[View Applicant's Resume and Application](#)**)
  - b) Look at past Graduate Assistant positions held (**[How to View Notes, Documents, Reviewers](#)**)
  - c) Look at the applicant's desired contract for next year (**[Understand What Contract Terms the Applicant Wants](#)**)
  - d) See if any contracts have already been made for next year (**[See What Contract Offers Have Been Made for Next Year](#)**)
  - e) See who else is considering the applicant (**[See Who Else Can View the Application](#)**)
- 3) Chair interviews applicants
- 4) Chair recruits other applicants, if desired (**[Solicit Additional Applicants](#)**)
- 5) If Chair wants to make an offer, Chair adds a note to initiate an offer (**[Make an Offer](#)**)
- 6) Graduate Studies creates the offer card and offer is routed via email to Chair for approval.
- 7) Offer is routed back for revisions, or sent to Director of Graduate Studies for approval.
- 8) Offer is routed back for revisions, or sent to HR for approval.
- 9) Offer is routed back for revisions, or Chair receives email from HR with instructions to verbally extend the offer to the applicant.
- 10) Chair extends the offer.
- 11) Chair emails HR that the offer was accepted or rejected.
- 12) Once offer is accepted, Chair notifies candidates who were interviewed but not hired that they are not receiving an offer for this position, but that the candidate can contact [GSO@uwosh.edu](mailto:GSO@uwosh.edu) if they are interested in being considered for positions in other departments.
- 13) HR will initiate a criminal background check for the new hire, if required. All hired applicants will receive onboarding tasks via PageUp.

# Graduate Assistant Recruiting Job Aid

## How to Review Applications Assigned to You

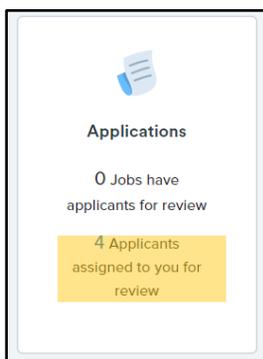
You'll receive an email from [GSO@uwosh.edu](mailto:GSO@uwosh.edu) letting you know applicants are assigned for your review.

These are applicants who: (a) are in your graduate program; (b) were a GA in your department this academic year; or (c) said they are interested in jobs outside their department, and meet your screening requirements (see [Requirements Used to Assign Applicants](#)).

### View Your Applicant List

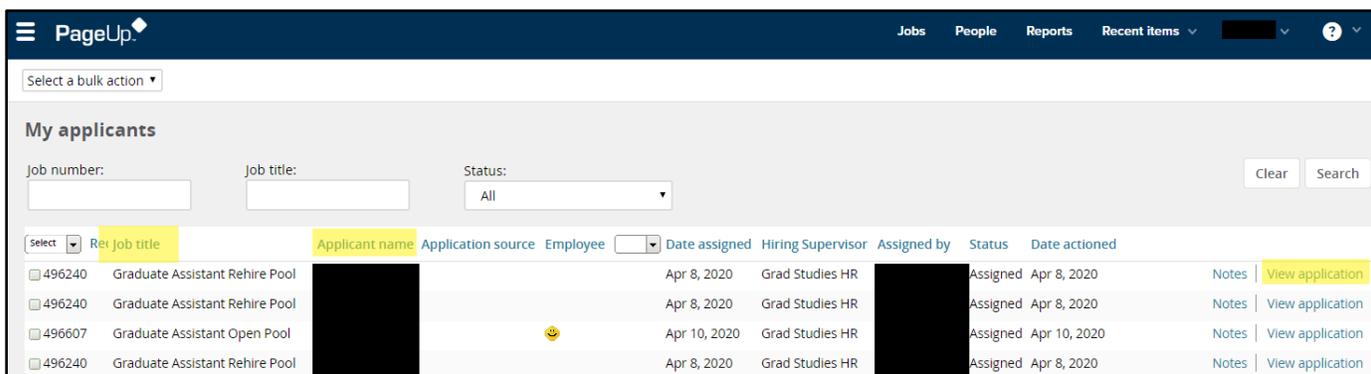
1. Log into [PageUp](http://oshkosh.pageuppeople.com/) (<http://oshkosh.pageuppeople.com/>) using your UWO netid and password. On your Dashboard, find the **Applications** tile and click on: **Applicants assigned to you for review** (see Figure 1).

Figure 1: PageUp's Dashboard, Applications tile. Click on **Applicants assigned to you for review**



2. The **My applicants** page appears with each assigned applicant listed (see Figure 2). Ignore all but three fields:
  - a. **Job Title:** Applicants with a job title **Graduate Assistant Rehire Pool** are existing GAs. **Graduate Assistant Open Pool** are new, or existing students who were not GAs this year.
  - b. **Applicant Name**
  - c. **View application:** click here to see the applicant's details.

Figure 2: My Applicants screen lists all rehire and open (new) applicants assigned to you. Click **View application** to see details.



Select	Rehire job title	Applicant name	Application source	Employee	Date assigned	Hiring Supervisor	Assigned by	Status	Date actioned	Notes	View application
<input type="checkbox"/>	Graduate Assistant Rehire Pool	[REDACTED]			Apr 8, 2020	Grad Studies HR	[REDACTED]	Assigned	Apr 8, 2020		View application
<input type="checkbox"/>	Graduate Assistant Rehire Pool	[REDACTED]			Apr 8, 2020	Grad Studies HR	[REDACTED]	Assigned	Apr 8, 2020		View application
<input type="checkbox"/>	Graduate Assistant Open Pool	[REDACTED]		☺	Apr 10, 2020	Grad Studies HR	[REDACTED]	Assigned	Apr 10, 2020		View application
<input type="checkbox"/>	Graduate Assistant Rehire Pool	[REDACTED]			Apr 8, 2020	Grad Studies HR	[REDACTED]	Assigned	Apr 8, 2020		View application

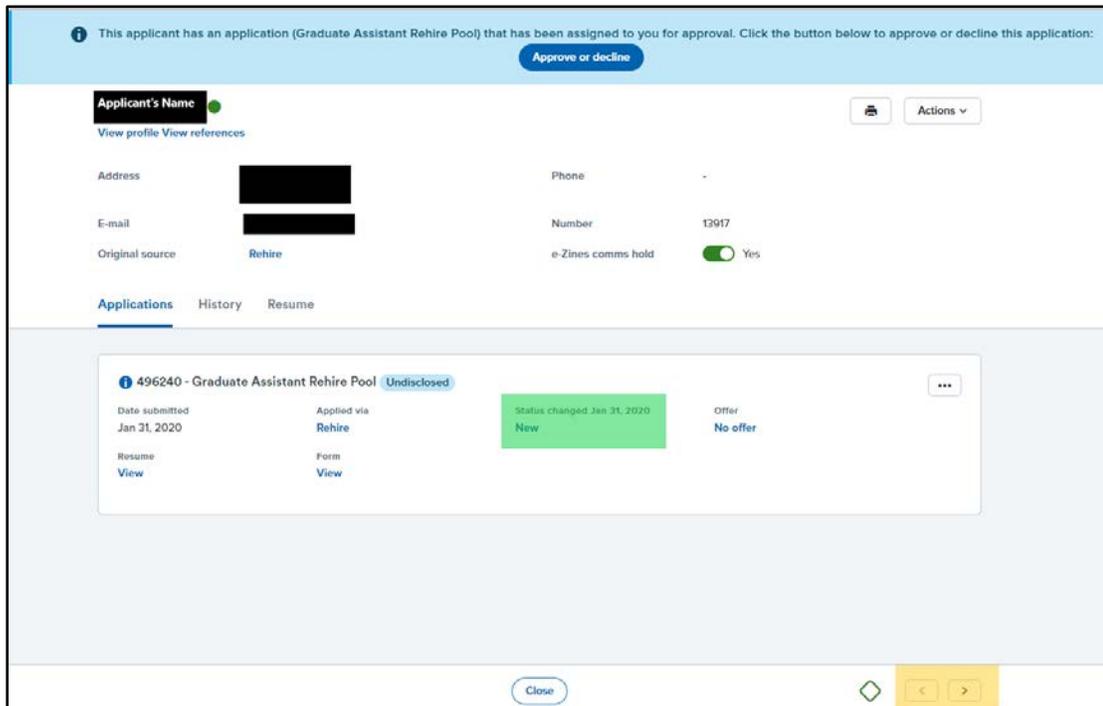
### View Applicant's Resume and Application

1. When you click **View application**, the **Applicant Detail** screen appears (see Figure 3).

# Graduate Assistant Recruiting Job Aid

2. First, check to see if the applicant wants a GA position next year. (To ensure you're informed, your list includes GAs from last year who have graduated, or who responded they no longer want a GA position).
  - a. **Status:** (green box). **Withdrawn** means the existing GA is not interested in rehire. **New** denotes applicants looking for jobs (existing GAs who want to be rehired, and new applicants).
    - i. To see the reason for the Withdrawn status, look at Notes (see [General PageUp Instructions](#)).
    - ii. [How to View Notes](#)).
  - b. Use the **Arrows** (peach box) to go to the next applicant list while staying on this screen.

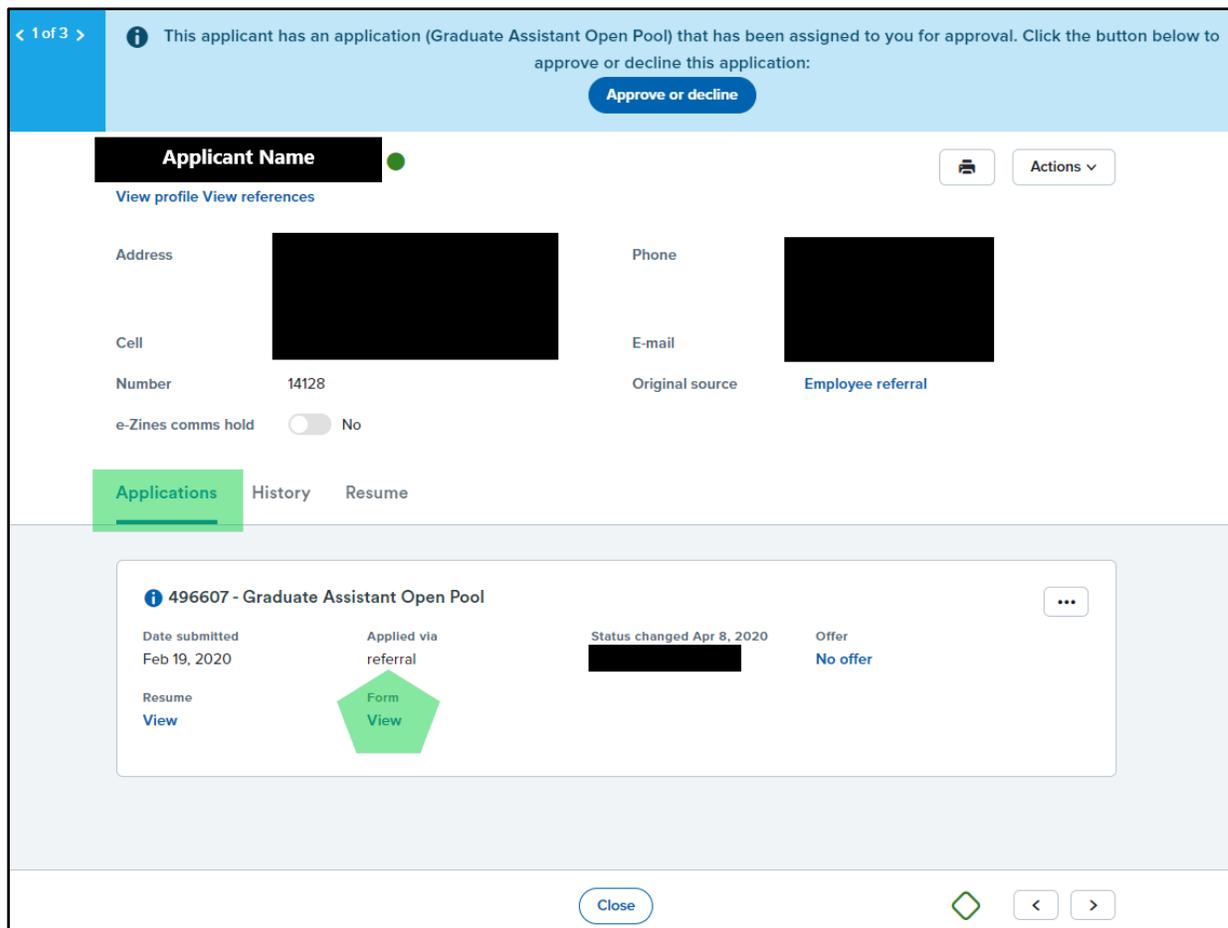
Figure 3: Status of "Withdrawn" indicates existing GAs who are not interested in coming back next year



## Graduate Assistant Recruiting Job Aid

3. To view the most current GA application and resume, on the **Applications** tab, click the word **View** under the heading **Form** (see Figure 4, green pentagon).

Figure 4: Click View in the green pentagon shape to see the most current application and resume



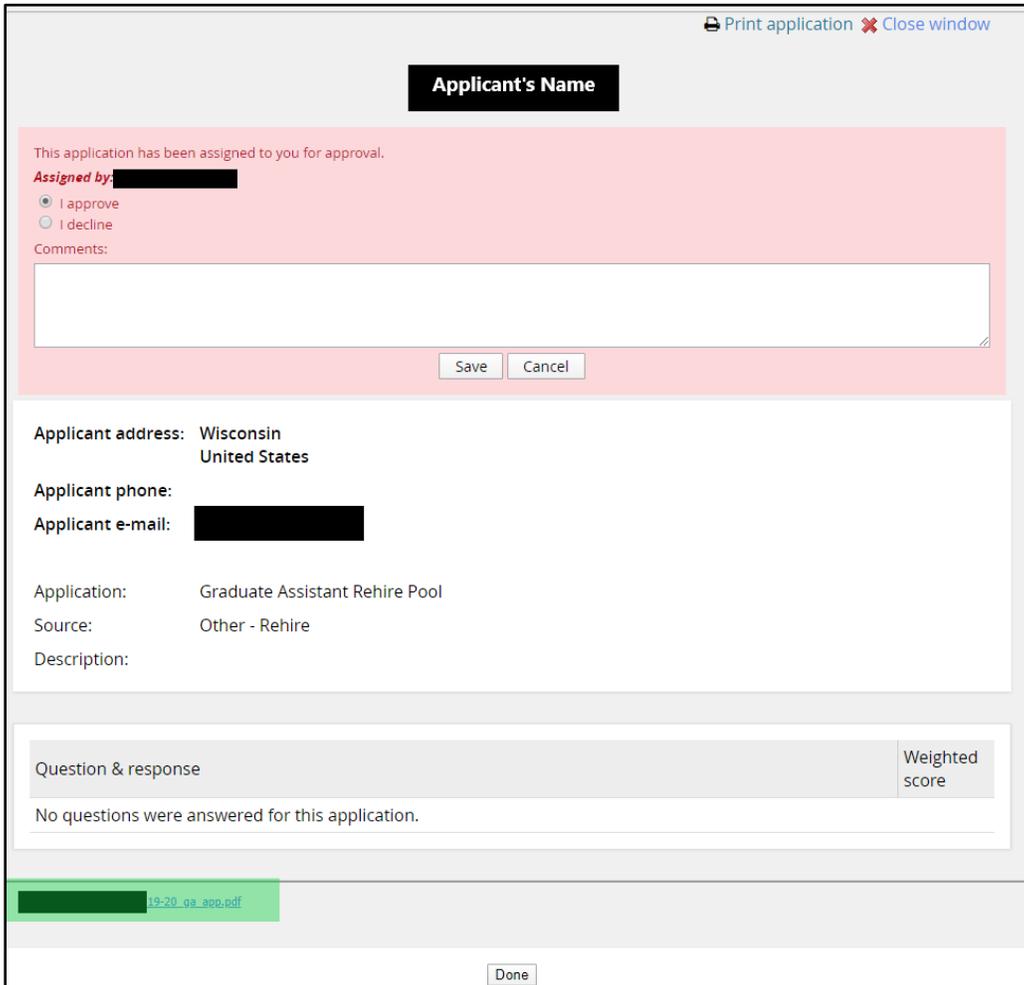
The application opens in a new window (see Figure 5).

- a. At the top of the screen, you'll see a red box asking you to approve or decline the applicant. Skip this section. If you make a selection and **Save**, you won't be able to access the applicant's information any longer. (To restore an application, email [GSO@uwosh.edu](mailto:GSO@uwosh.edu)).
- b. For a **Rehire** applicant, the application may say "No questions were answered for this application". (We did not ask existing GAs to fill out another application, and most GAs applied using the old process).

To see the most recent application and resume, double-click the PDF at the bottom of the screen (Figure 5, green box) to download the PDF, and click the downloaded document to view the application/resume in Adobe (see Figure 6). Click **Done** to close the PageUp window.

# Graduate Assistant Recruiting Job Aid

Figure 5: Rehires did not have to reapply. The most current application, resume are in the PDF (see green box)



Print application Close window

**Applicant's Name**

This application has been assigned to you for approval.

**Assigned by:** [Redacted]

I approve  
 I decline

Comments:

[Empty text box]

Save Cancel

Applicant address: Wisconsin  
United States

Applicant phone:

Applicant e-mail: [Redacted]

Application: Graduate Assistant Rehire Pool  
Source: Other - Rehire  
Description:

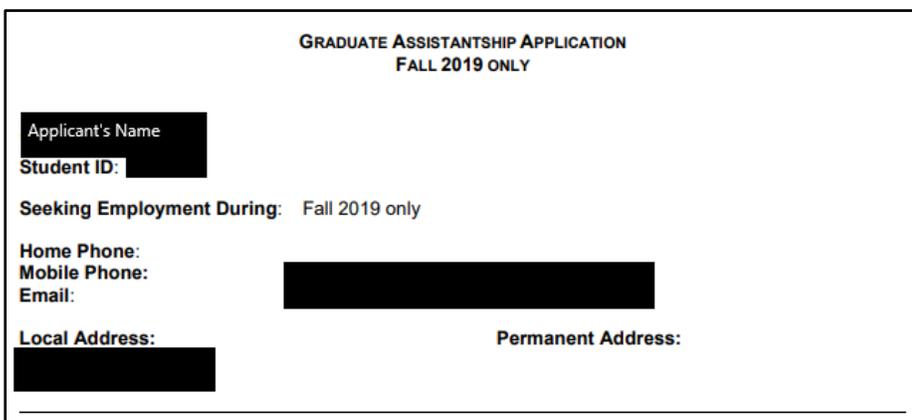
Question & response	Weighted score
No questions were answered for this application.	

[Green box] 19-20\_ga\_app.pdf

Done

The PDF opens to the most recent application/resume, which could be years old.

Figure 6: Rehire applicant's application may be years old. Ignore comments like "seeking employment during Fall 2019 only"



**GRADUATE ASSISTANTSHIP APPLICATION  
FALL 2019 ONLY**

Applicant's Name: [Redacted]

Student ID: [Redacted]

Seeking Employment During: Fall 2019 only

Home Phone:  
Mobile Phone: [Redacted]  
Email: [Redacted]

Local Address: [Redacted] Permanent Address:

- c. For an **Open Pool** applicant, scroll to see the application and resume (see Figure 7). Ignore weighted scores.

# Graduate Assistant Recruiting Job Aid

Figure 7: New applicant's application and resume are displayed as expected. The first page is pictured.

This application has been assigned to you for approval.  
**Assigned by: Grad Studies HR**

I approve  
 I decline

Comments:

---

Applicant address: [REDACTED]

Applicant phone: [REDACTED]

Applicant cell: [REDACTED]

Applicant e-mail: [REDACTED]

Application: Graduate Assistant Open Pool

Applied via: Website

Source: Other - Employee referral

Description: Current and future UWO Graduate Students: are you interested in getting paid to take what you learn in the classroom to the next level? Then become a Graduate Assistant. Under the guidance of our experienced faculty and staff, you'll work on advanced professional activities in your new career area.

---

Question & response	Weighted score
Are you 18 years or older? Yes	0

## Understand What Contract Terms the Applicant Wants

- For **Open Pool** applicants, look at the following questions on the Application (see Figure 7):
  - What is the minimum number of hours you would accept in a Graduate Assistant position?
  - What is the maximum number of hours you would accept in a Graduate Assistant position?
  - Would you accept a Graduate Assistant position outside your program if there are no jobs within your program?
  - Please list any work scheduling considerations besides class attendance
- For **Rehires**, we emailed all GAs and saved their response in **Notes** (see Figure 8 for an example). For instructions on how to find these notes, see **How to View Notes, Documents, Reviewers**.

Figure 8: History > Note from GA rehire about desired contract terms

 **Note**

Graduate Assistant Rehire Pool (496240)

3/30/2020 [REDACTED]'s response to emails asking about interest next year: Terms interested in: Fall 2020 and Spring 2021. Min/max hours per week: prefer 13.5 min and 20 max. Would consider an appointment outside of my program.

# Graduate Assistant Recruiting Job Aid

## Find the Current Contract Terms

- For **Rehires**, last year's Appointments, Waivers and Personnel Transaction Forms are saved in the History tab under **Documents**. There's also a **Note** which summarizes who the GA worked for, how many weeks, and how many hours. See **How to View Notes, Documents, Reviewers**.

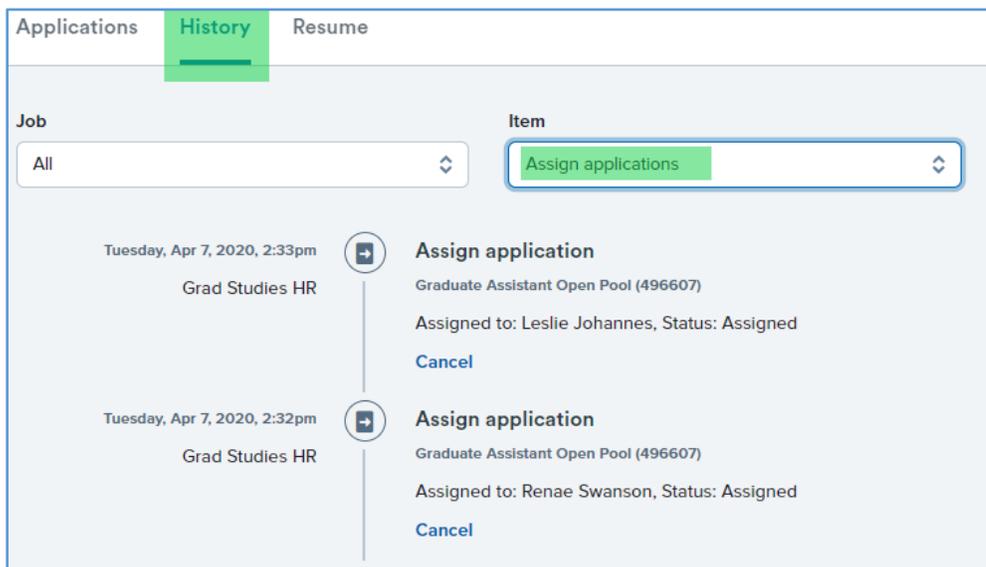
Figure 9: History > Note summarizing current contracts.



## See Who Else Can View the Application

- The **History** tab shows a list of everyone who has been assigned the application (see Figure 10).
  - Go to the **Applicant Detail** screen
  - Click on the **History** tab
  - From the **Item** menu, select **Assign applications** to show everyone who has access to the applicant

Figure 10: History > Assign applications lists everyone who can view the applicant



## Share the Application with Someone

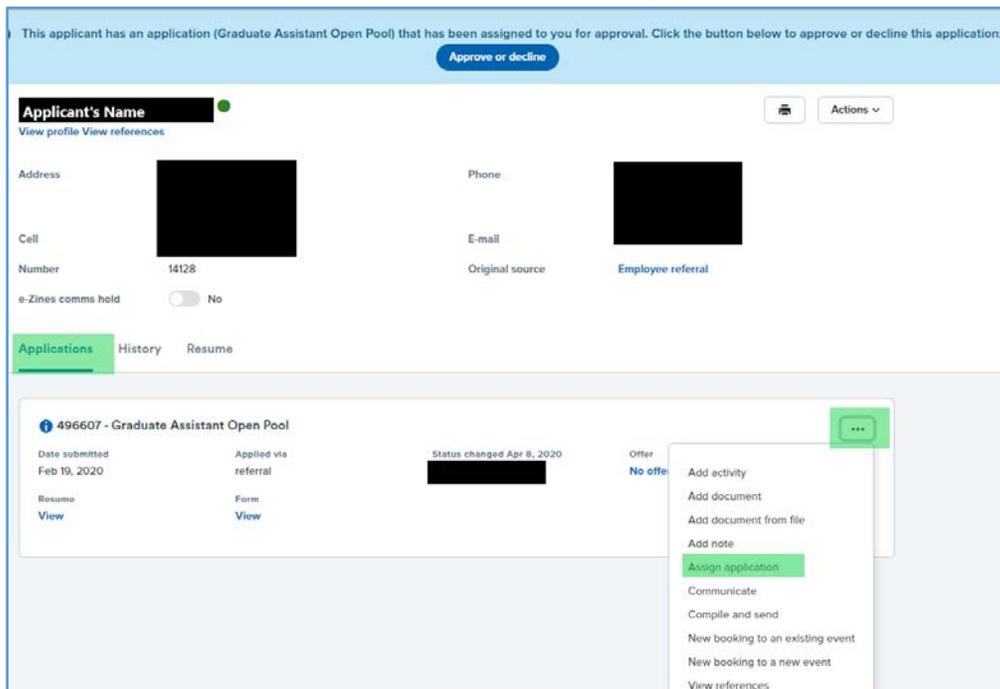
- Check to see if the person is already assigned to the application (see **Figure 9: History > Note summarizing current contracts**).



# Graduate Assistant Recruiting Job Aid

- See Who Else Can View the Application)
- From the **Applicant Detail** screen **Applications** tab (see Figure 11).
  - Click on the **ellipses** to reveal the selection menu
  - Choose **Assign application**

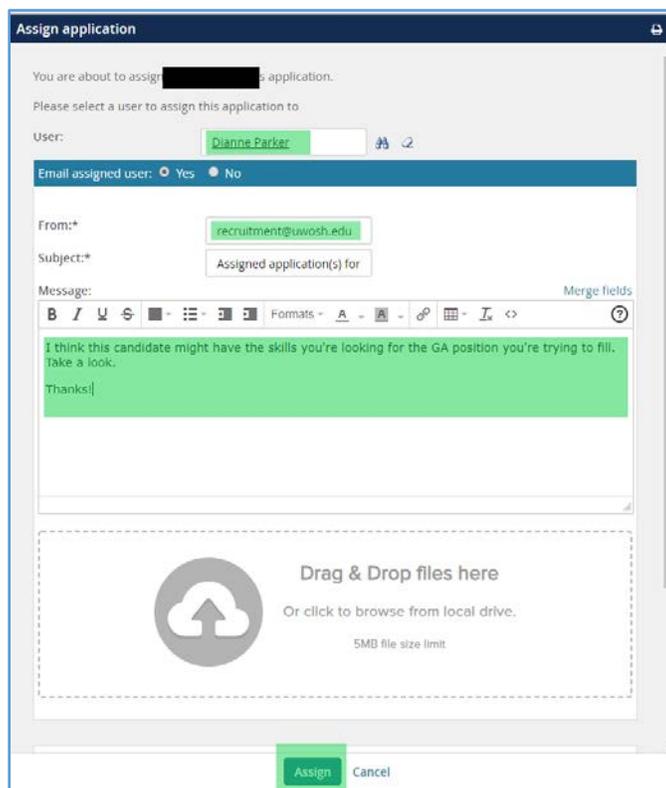
Figure 11: Applications > "Assign application" to share an applicant with someone else



- A pop-up window appears (see Figure 12)
  - Fill in the green fields with the email address of the person you're sharing with, your email address, and any message about the applicant. Be aware that your comments will be added to the applicant's history.
  - Click **Assign**
  - An email is sent immediately to notify the person you've selected. The applicant's **History** tab updates to show the person is now assigned, and your email communication is recorded on that entry.
  - If you change your mind, go to the **History** tab, find the assignment, and click **Cancel**. Or you can add a **Note** to correct or further explain something.

# Graduate Assistant Recruiting Job Aid

Figure 12: Select person to share applicant with and notify them



## Solicit Additional Applicants

The Office of Graduate Studies emailed all current and admitted students twice (mid-March, early April) to invite them to apply for GA positions.

To solicit additional applicants, please consider:

- Encouraging students to check out GA positions in your admission acceptance letters
- Sending an email from your department to students in your program.

Send students to the newly updated Graduate Assistant web page for an overview of the program, information on how to apply, and a link to our updated Graduate Assistant Handbook. The link is: <https://uwosh.edu/gradstudies/about-us/tuition-financial-assistance/graduate-assistantships/>

## Make an Offer

### See What Contract Offers Have Been Made for Next Year

- Next year's offers are included in the **Notes**. The hiring manager lists the details of the contract, and Graduate Studies adds a note after the offer has been accepted (see Figure 13).
- GAs may work up to 20 hours per week, so additional offers may be made until the GA has 20 hours per week for 34 weeks.
- If a GA shares that they do not want additional hours, please add a note (see [How to Add Notes](#)).

## Graduate Assistant Recruiting Job Aid

- Because these are applicant pools, offers are made by moving the applicant to a job requisition within PageUp. Therefore, none of the **Offer** links on the **Application Detail** screen are updated with offers that have been made. We are manually updating **Notes** to reflect offers that have been made.

Figure 13: History > Note showing an offer is in the process of being approved

 **Note**

Graduate Assistant Rehire Pool (496240)

4/10/2020 The following offer was submitted for approval. Rehired by Don Hones for 17 weeks (Fall 2020) @ 13.5 hours per week = 229.5 hours / 1,360 hours = .1688 FTE @ \$20,843 = \$3,517. Student is not available after Fall term, as he is graduating.

Student did not say if he would be open to additional hours. He is under the 20 hour per week limit.

### Submitting Your Contract Offer

- Confirm that you have the funding available to make the offer
- Collect the following contract information: start and end date; hours per week; hiring manager, waiver requests.
- Waivers are necessary if the applicant does not meet the eligibility requirements. If you view **Notes** on the **History** tab, Graduate Studies has reviewed the applicant and added notes if they meet eligibility or if they require a waiver (see [How to View Notes, Documents, Reviewers](#)).
- Add this information to the applicant's record in a Note (see [How to Add Notes](#)). If your offer is the same as last year, you may just indicate "same contract". If you view **Notes** on the **History** tab, you should see the offer notes you just submitted (see Figure 14).

Figure 14: History > Note showing request for an offer with a waiver

 **Note**

Graduate Assistant Rehire Pool (496240)

Please grant a waiver for summer work because College of Nursing GA duties extend through the summer and there are no available courses for psychology grad students to take in the summer per their plan of study. Please offer [REDACTED] 3 contracts:

June CON contract: Starting June 8th and extending through June 26, 2020, please offer a contract for 3.5 hours per week

July CON contract: Starting July 6th and extending through August 7, 2020, please offer a contract for 3.5 hours per week (note that there are no contracted hours June 27-July 5 because of the 4th of July holiday week.

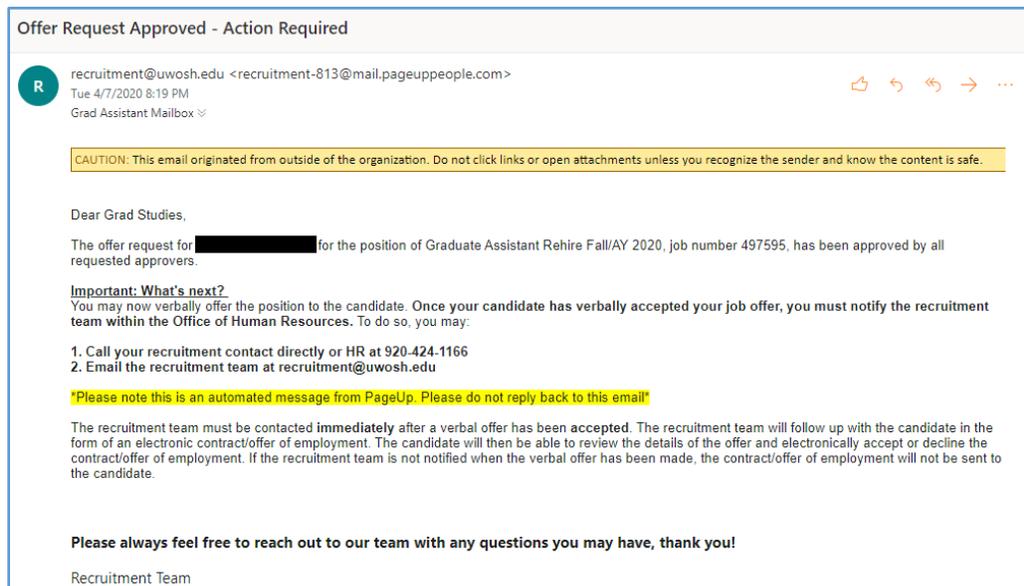
Academic Year Contract: Starting September 8, 2020 and extending through June 4, 2021, please offer a contract for 13.5 hours per week for a 34 week period

- At night, databases update and the next business day, Graduate Studies' query will show the Note. If you need the offer done immediately, email [GSO@uwosh.edu](mailto:GSO@uwosh.edu).
- Graduate Studies will create the offer in PageUp. The offer will be routed to the hiring manager, department chair (for new GAs only), Graduate Studies and HR.

## Graduate Assistant Recruiting Job Aid

- The Hiring Manager receives an email when the offer has been approved (see Figure 15). At that time, the hiring manager may make the offer to the applicant.
- **Note: Criminal Background Checks are ordered by HR and are paid for by the Office of Graduate Studies. Departments will no longer order CBCs.**

Figure 15: Offer has been approved, candidate may be offered the position



- HR will create the contract for signature. Applicants who accept offers will have an onboarding task to read the Graduate Assistant Handbook and complete a survey to provide feedback on the recruiting process.

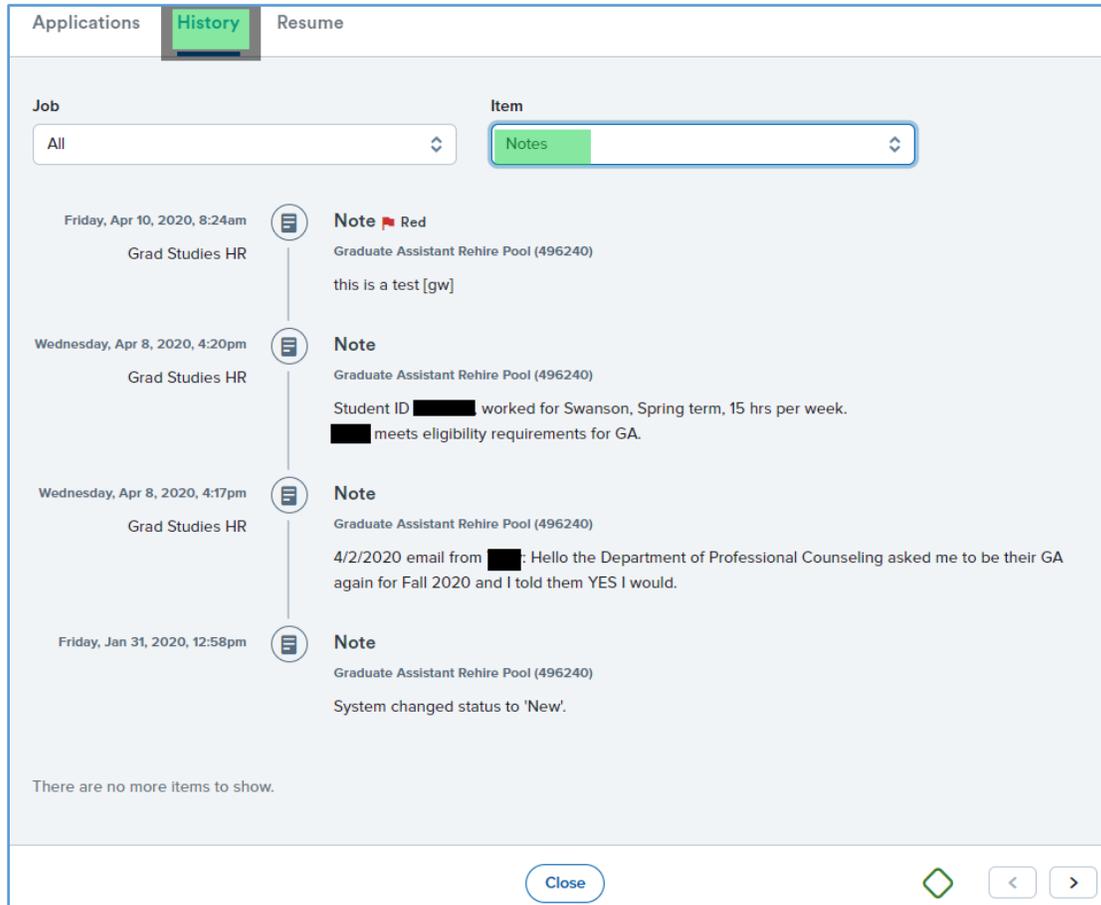
## General PageUp Instructions

### How to View Notes, Documents, Reviewers

- Go to the **Applicant Detail** screen
- Click on the **History** tab (green box in the middle of the page)
  - All activity is listed, from most recent to oldest
- Shorten the list by filtering from the **Item** menu:
  - **Notes** contain: next year's desired contract comments, the GA's current contract summary, if the GA needs any waivers, if any offers have been made or are in process
  - **Documents** include: last year's Appointments, Waivers and Personnel Transaction Forms, Resumes and Applications.
  - **Assign applications** will list all the people who have been assigned to review the application.

# Graduate Assistant Recruiting Job Aid

Figure 16: History tab, filter on Notes. Notes are shown sorted by date.

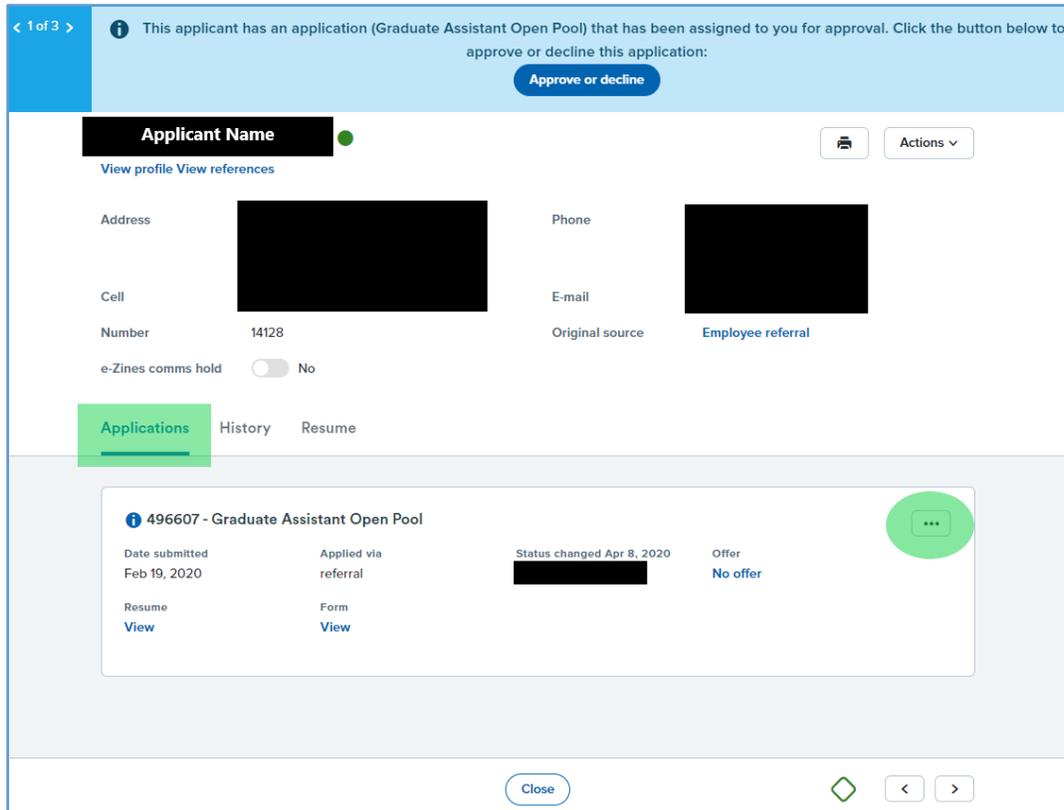


## How to Add Notes

- **Caution: Do not use the Actions menu at the top of the screen; this will add notes that only HR can view, and they are not monitoring this information so no action will be taken on anything added via this menu.**
- On the **Applications** tab (see Figure 17, green rectangle), click on the icon with ellipses inside (see Figure 17 green circle) to reveal a menu (see Figure 18).

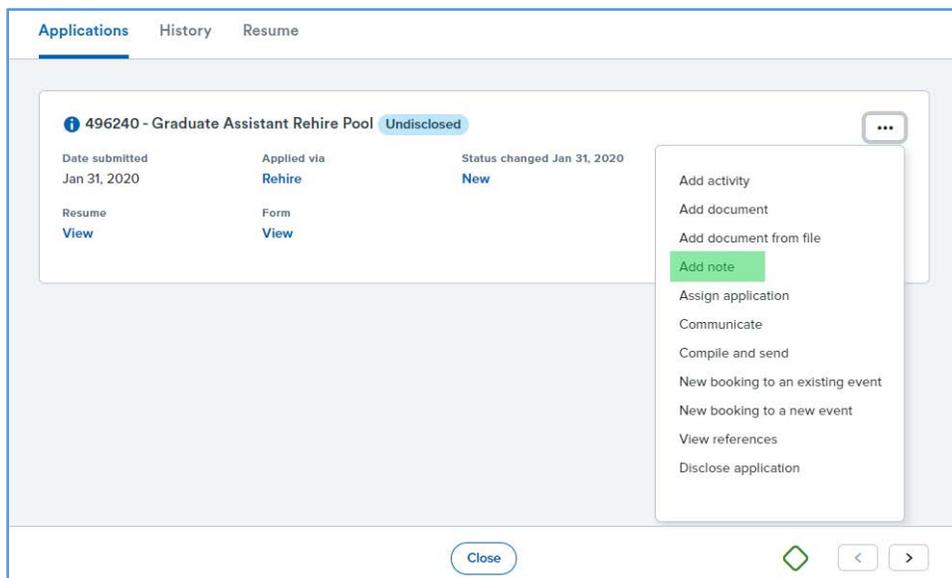
# Graduate Assistant Recruiting Job Aid

Figure 17: Click ellipses to reveal menu to Add Notes



- Select **Add note** from the menu (see Figure 18). Type notes into the pop-up menu, and hit save.

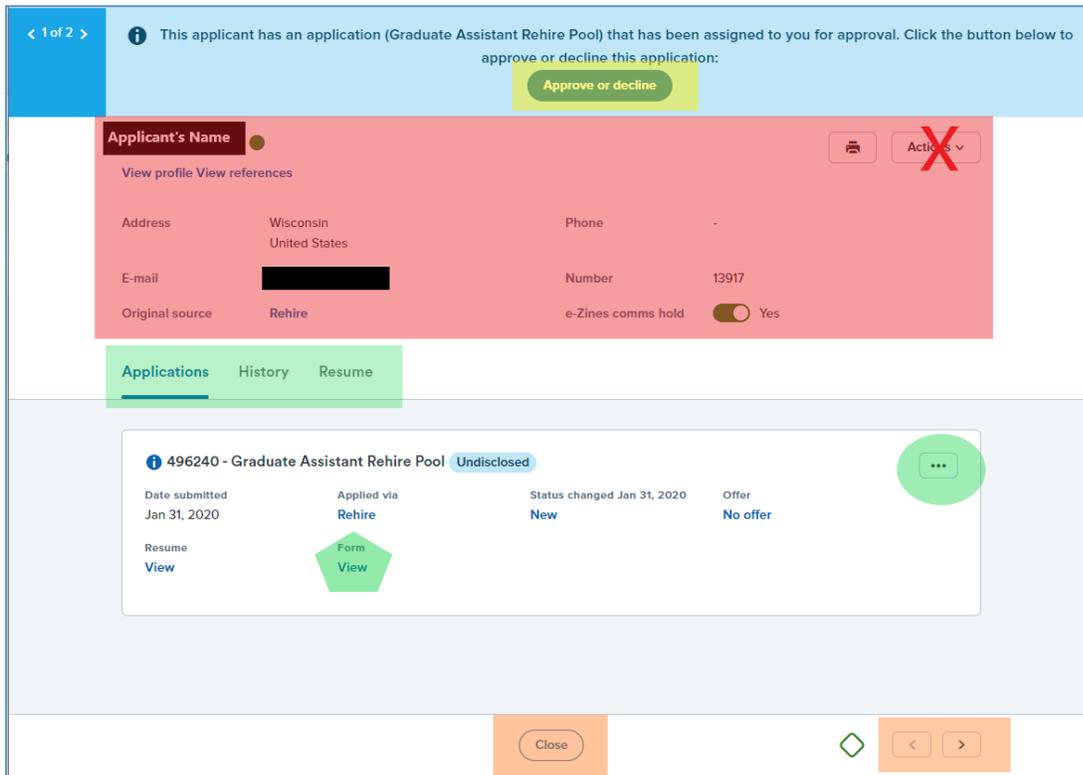
Figure 18: Select Add Note from Applications tab



# Graduate Assistant Recruiting Job Aid

- The note now appears in the **History** tab. If the note is not visible, make sure you added the note through the ellipses menu (see Figure 18) and not the **Actions** menu at the top right of the screen (see Figure 19, red X).

Figure 19: Applicant Detail screen with Application tab shown



# Graduate Assistant Recruiting Job Aid

## Requirements Used to Assign Applicants

1. Applicants are automatically assigned to their program area, if the program hires GAs (for example, English MA students are assigned to the English department).
2. Returning GAs are automatically assigned to their current hiring manager.
3. Areas who recruit outside their program are assigned as described in the table below.
4. To provide new screening requirements, email [GSO@uwosh.edu](mailto:GSO@uwosh.edu).

## Graduate Assistant Recruiting Job Aid

Area / Hiring Manager	GA's Role	Skills You Will Develop	Desired Skills	Criteria Used to Assign Applicants
<p>Center for Nursing Research</p> <p>Bonnie Schmidt</p>	<p>Assist faculty and graduate students with research, scholarly projects, and activities that help us evaluate our nursing program.</p> <p>Opportunity to work for two academic years and one summer.</p>	<ol style="list-style-type: none"> <li>1. Data management</li> <li>2. Quality assurance</li> <li>3. Research</li> <li>4. Leadership</li> <li>5. Organizational skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Quantitative or psychology research</li> <li>2. Basic statistics skills</li> <li>3. Data analysis experience</li> <li>4. Advanced SPSS knowledge</li> </ol>	<p>1st year psychology students</p> <p>All nursing students</p>
<p>Math Lab</p> <p>Ed Clemons</p>	<p>Be part of a tutoring program proven to increase the probability that undergraduate students earn degrees. Tutors are paid to learn how to do the homework problems, then they work with students. This successful program has proven to improve liberal education learning outcomes, student retention, and graduation rates. Tutors improve their math skills, and have stronger performance in their statistics courses.</p>	<ol style="list-style-type: none"> <li>1. Tutoring skills (listening, teaching, motivating)</li> <li>2. Refreshed Elementary Algebra I, II and Intermediate Algebra skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Interest in helping others</li> <li>2. You do not need to be a math whiz</li> </ol>	<p>All Math Ed students</p> <p>Applicants open to jobs outside their department, who indicate interest in math lab solicitation email</p>
<p>Special &amp; Early Childhood Education</p> <p>Becky Thorson-Randall</p>	<p>Work with Clinical Programs to screen and process student application materials, and work with schools to develop placements.</p> <p>Maintain cooperating teacher databases, program assessment databases.</p> <p>Maintain recordkeeping systems, policy handbooks, presentations.</p> <p>Work with faculty on research and development projects (literary research, data collection, data analysis, reporting).</p> <p>Other tasks/projects as assigned.</p>	<ol style="list-style-type: none"> <li>1. Operational processes</li> <li>2. Database maintenance</li> <li>3. Data collection and analysis</li> <li>4. Report writing</li> <li>5. Research and development</li> </ol>	<ol style="list-style-type: none"> <li>1. Project management</li> <li>2. Organizational skills</li> <li>3. Ability to work on multiple projects</li> <li>4. Self-initiative &amp; ability to work independently</li> <li>5. Research skills</li> </ol>	<p>All Special Ed / Early Childhood students</p> <p>Any newly-enrolled or one-semester in COEHS student interested in positions outside their program. Will consider students in other colleges.</p> <p>Prefer 20 hours per week, and a 2-year commitment (based on good fit). Flexible scheduling.</p>